



London TDM

# Finance and Accounting

**Course Venue:** Malaysia - Kuala Lumpur

**Course Date:** From 16 November 2025 To 20 November 2025

**Course Place:** Royale Chulan Hotel

**Course Fees:** 6,000 USD

## Introduction

This 5-day course is designed to equip HR professionals with a thorough understanding of HR policies, procedures, and the execution of compliance audits. Participants will gain insights into developing effective HR policies, ensuring compliance with relevant regulations, and applying audit techniques to evaluate HR activities within their organizations. Through interactive sessions, case studies, and real-world examples, this course aims to enhance participants' ability to manage HR functions effectively and ethically.

- Understand the key components of HR policies and procedures.
- Learn to align HR policies with organizational goals and legal requirements.
- Develop strategies for implementing and communicating HR policies.
- Conduct effective HR compliance audits.
- Analyze audit results to improve organizational HR management.

## Course Outlines

### Day 1: Introduction to HR Policies and Procedures

- Overview of HR Policies: Definition and Importance
- Key Components of Effective HR Policies
- Steps in Developing HR Policies and Procedures
- Aligning HR Policies with Organizational Strategy
- Case Studies: Successful HR Policies in Organizations

### Day 2: Legal and Ethical Considerations in HR

- Legal Framework Governing HR Policies
- Ethical Standards in HR Management
- Balancing Legal Compliance and Organizational Needs
- Handling Ethical Dilemmas in HR
- Workshop: Analyzing Ethical Scenarios

### Day 3: Implementing and Communicating HR Policies

- Strategies for Effective Policy Implementation
- Communicating Policies to Employees
- Training Managers and Supervisors on HR Procedures
- Monitoring Compliance and Enforcement
- Feedback Mechanisms for Continuous Improvement

### Day 4: Introduction to HR Compliance Audits

- What is an HR Compliance Audit?
- Purpose and Benefits of Conducting Audits
- Audit Planning and Preparation
- Conducting and Documenting the Audit Process
- Case Study: Analyzing an Example HR Audit

## **Day 5: Analyzing and Responding to Audit Results**

- Evaluating Audit Findings and Recommendations
- Developing Action Plans for Compliance Improvement
- Follow-up and Monitoring Post-Audit
- Communicating Results to Management
- Panel Discussion: Best Practices in HR Auditing